

**ENLISTED VACANCY ANNOUNCEMENT
FOR ASSIGNMENT AT THE 136TH AIRLIFT WING
TEXAS AIR NATIONAL GUARD**

POSITION: Air Transportation Specialist

ANNOUNCEMENT: 136-16-79

Position Number: 0991158

ISSUE DATE: 21 Jul 16

AFSC: 2T291

CLOSING DATE: 22 Aug 16

GRADE: SMSgt/E-8

LOCATION: 136th Logistics Readiness Squadron, NAS/JRB, Fort Worth, TX

REMARKS: Applicants **MUST** be currently holding the grade of E-8. *Trainees will not be accepted. To be considered for the full-time technician position applicants must apply for the concurrent full-time Technician announcement (#:136-16-35) in conjunction with this one. Air Technician announcements can be found at: www.usajobs.gov.*

HOW TO APPLY: Applications must arrive at the 136 AW/Military/AGR Application Inbox at the following e-mail address: (usaf.tx.136-aw.mbx.military-agr-application@mail.mil) no later than **2359 Central Time** on the closeout date of the job announcement. Applications must be complete upon initial submission in **one single PDF** package, not to exceed 6 MB and with the proper naming convention of Last Name- Announcement number (i.e. Last Name-136-13-56). Applications submitted in pieces will not be accepted and automatically disqualified. All packages must be redacted for Personal Identifiable Information (PII) unless sending from a .mil account signed and encrypted.

Incomplete packages, packages not meeting mandatory criteria, or packages received after the close out date as indicated on the job announcement will **NOT** be considered.

Qualification/Disqualification letters will be emailed to each applicant NLT 10 days after the announcement close out date. If you need to update a previously submitted package and it is **before the closed out date**, you must send a new complete package with the updated information. Sending only the updates will disqualify your package as incomplete packages are not accepted. Email constraints limit the size of an application to 6 MB and will need to be named in the subject line as Update Last Name-Announcement number in the following format (i.e. “**Update Last Name-136-13-34**”)

ITEMS REQUIRED:

1. E8/E9 MFR Signed by Commander
2. Records Review Rip dated within 60 days of closing date of announcement,
3. Military Biography,
4. Personal letter of intent outlining career goals and objectives,
5. ANG Fitness Test, current and passing
6. Targeted Resume **IAW AFH 33-337, The Tongue and Quill**, that outlines Leadership Experience, Base/Community Involvement, and Significant Self Improvement
7. Letters of recommendation (Optional) - maximum 3 with 1 from current supervisor
 - a. #1 & 6 can be obtained by e-mailing usaf.tx.136-aw.mbx.military-agr-application@mail.mil

PERSONAL INTERVIEWS: Applicants must be available for an interview. Applications will be reviewed and qualified applicants will be notified to meet the selection board. Applicants will be notified by phone or mail of interview time and place. Payment for travel **IS NOT AUTHORIZED.**

NOTE: All applicants will receive consideration for this position without regard to race, religion, color, national origin, sex, political affiliation, kinship, and other non-merit factors.

POSITION QUALIFICATIONS

1. Specialty Summary. Performs and manages air transportation activities. Plans, schedules and processes eligible passengers and cargo for air movement. Loads and unloads passengers, cargo, and baggage moved on military and commercial-contract aircraft. Prepares and maintains air movement records and reports. Performs aircraft cleaning services and delivers meals and comfort item supplies to aircraft. Operates forklifts and aircraft loading equipment. Uses computer systems to provide in-transit visibility over passenger and cargo movement operations. Related DoD Occupational Subgroup: 155300.

2. Duties and Responsibilities:

2.1. Supports the Department of Defense's capability to move passengers and air cargo worldwide. Plans, organizes, directs, coordinates, and controls air transportation activities. Determines and justifies personnel, equipment, and facilities required to accomplish air transportation functions. Supplements policies, directs personnel, and establishes procedures to process, load, document, and report passengers and cargo transported by air, including paratroops and cargo moved using aerial delivery methods. Inspects airlift activities for compliance and recommends corrective action. Conducts personnel and equipment management surveys, and provides technical assistance as required. Enforces safety, quality control, and security measures.

2.2. Offers customer information on flight schedules, routes, air movement requirements, baggage limitations, and specifics on local facilities. Performs procedures to check in, process, schedule, transport, and escort passengers to and from aircraft. Ensures all passenger border clearance requirements have been met. Operates terminal security equipment and conducts passenger and baggage security inspections. Reviews passenger travel authorizations for validity and accuracy. Applies tariff rates, collects fares, and accounts for documents and monies. Use automated systems to provide in-transit visibility and to document passenger movement operations. Develops procedures for handling special category passengers.

2.3. Verifies eligibility of cargo offered for airlift. Ensures all cargo documentation, packaging, labeling and marking requirements, and border clearance requirements have been met. Determines quantity and type of cargo to be loaded according to aircraft allowable cabin load. Selects, assembles, palletizes, and transports cargo loads to and from aircraft and storage areas. Checks cargo against manifests and annotates shipment overages, shortages, or damages. Secures cargo with appropriate restraint equipment. Packs cargo parachutes, rigs airdrop platforms, and loads aircraft performing aerial delivery tactics. Uses automated systems to provide in-transit visibility and to document cargo movement operations. Determines and implements necessary safety and security precautions for handling and storing hazardous materials, special cargo, mail, and baggage.

2.4. Performs air terminal operations and fleet service functions. Prepares, completes, and maintains air movement records, documents, and reports. Selects load, prepares load plans, and computes aircraft center of balance. Plans and manages fleet service activities to provide cleaning, lavatory servicing, and meal delivery on aircraft. Completes actions to requisition, store, and issue expendable and nonexpendable items for use on aircraft.

3. Specialty Qualifications:

3.1. Knowledge. Passengers and cargo movement functions to include transport aircraft types, capabilities, and configurations; weight and balance factors; airlift transportation directives and documentation; cargo securing techniques; border clearance requirements; operation of material handling and other types of loading equipment or devices, fleet service functions; automated data processing equipment and its application in airlift activities; passenger service functions, and customer relations principles; and aerial delivery methods and equipment.

3.2. Education. For entry into this specialty, completion of high school or a general educational development equivalency with courses in English, Computer Operation, and Mathematics is desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 2T231. Completion of a basic air transportation course.

3.3.2. 2T271. Completion of the advanced air transportation course.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated:

3.4.3. 2T291. Qualification in and possession of AFSC 2T271. Also, experience managing all facets of air transportation operations is highly desirable.

3.5. Other. The following are mandatory as indicated:

3.5.3. For award and retention of these AFSCs, must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

E-mail applications to:

usaf.tx.136-aw.mbx.military-agr-application@mail.mil

Subject Line: Last Name-Announcement number (i.e. Smith-136-13-02)

Questions about announcements can be e-mailed to:

usaf.tx.136-aw.mbx.military-agr-application@mail.mil

Subject Line: Question-Announcement number (i.e. Question-136-13-03)